



VEHICLE MOUNTED WORK PLATFORMS

1. PURPOSE

To establish a uniform policy for selecting and training powered platform operators for Okaloosa County employees and contractors, and will ensure that all operators are trained in the proper use and in the safe operations of vehicle mounted work platforms.

2. DEFINITIONS

- 2.1. **Aerial Device** means any vehicle-mounted device, telescoping or articulating, or both, which is used to position personnel.
- 2.2. **Aerial Ladder** means an aerial device consisting of a single or multiple section extensible ladder.
- 2.3. **Articulating Boom Platform** means and aerial device with two or more hinged boom sections.
- 2.4. **Extensible Boom Platform** means an aerial device (except ladders) with a telescopic or extensible boom. Telescopic derricks with personnel platform attachments shall be considered to be extensible boom platforms when used with a personnel platform.
- 2.5. **Insulated Aerial Device** means an aerial device designed to work on energized lines and apparatus.
- 2.6. **Mobile Unit** means a combination of an aerial device, its vehicle, and related equipment.
- 2.7. **Platform** means any personnel-carrying device (basket or bucket) which is a component of an aerial device.
- 2.8. **Vehicle** means any carrier that is not manually propelled.
- 2.9. **Vertical Tower** means an aerial device designed to elevate a platform in a substantially vertical axis.

3. **POLICY**

3.1. Vehicle mounted work platform operators will follow all general safety rules and any specific safety rules set forth within their respective work area.

3.2. The manufacturers literature (i.e., operations manual, instruction manual, etc.) supplied with the vehicle mounted work platform will be kept and maintained for the life of the equipment. Departments having older equipment or not having literature should attempt to contact the manufacturer and request copies of the manuals, if possible. Operators are required to become familiar with the operating literature and understand the functions of the equipment as part of the safety training process.

3.3. **Safety Inspections**

3.3.1. Inspections will be performed before use, even if someone else has already used it.

3.3.2. Any time vehicle mounted work platform is found out of repair, defective, or in any way unsafe, that platform or lift will be immediately taken out of service.

3.3.3. Any and all problems should be reported to the supervisor immediately who will schedule to have the aerial lift repaired by qualified individuals.

3.3.4. All areas of operation should be checked daily for any hazards.

3.4. **Accident Reporting**

All accidents involving employees and/or equipment no matter how small, will be reported immediately to a supervisor.

3.5. **Vehicle-mounted Work Platform Use**

3.5.1. All operators must attend a safety class as prescribed in section 5.

3.5.2. Only qualified employees will be allowed to operate aerial lifts.

3.5.3. All operators must become familiar with the local facility regulations and safety features of the equipment.

4. **SPECIFIC REQUIREMENTS**

4.1. Operators are responsible for understanding and practicing the following safety rules and requirements.

4.2. Only those persons who have been trained in the proper use and have valid training documents will be allowed to operate an aerial lift.

- 4.3. All operators should read and understand the operator's manual (if available).
- 4.4. Any operator should check the aerial lift before use regardless of whether someone else has been using it.
- 4.5. Lift controls shall be tested prior to use to determine such controls are in safe working condition.
- 4.6. Unauthorized passengers shall not be permitted to ride on aerial lift. The manufacturer's weight limit will be adhered to at all times.
- 4.7. No one shall be allowed to stand or walk under elevated platforms. Possible injury could result from tools or equipment falling off elevated platform.
- 4.8. If at any time, an aerial lift is found to be out of repair, defective, or in any way unsafe, the matter shall be reported immediately to the supervisor.
- 4.9. Operators shall never put their arms or legs between the cross members of an extended aerial lift.
- 4.10. Articulating boom and extensible boom platforms, primarily designed as personnel carriers, shall have both platform (upper) and lower controls. Upper controls shall be in or beside the platform within easy reach of the operator. Lower controls shall provide for overriding the upper controls. Controls shall be plainly marked as to their function. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.
- 4.11. Belting off to an adjacent pole, structure, or equipment while working from an aerial lift shall not be permitted.
- 4.12. Operators shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.
- 4.13. A body harness shall be worn and a lanyard attached to the boom or basket when working from an aerial lift.
- 4.14. The brakes shall be set and outriggers shall be positioned on pads or a solid surface. Wheel chocks shall be installed before using an aerial lift.
- 4.15. An aerial lift truck may not be moved when the boom is elevated in a working position with personnel in the basket, except for equipment that is specifically designed for this type of operation.
- 4.16. The insulation portion of an aerial lift shall not be altered in any manner that might reduce its insulating value.
- 4.17. Before moving an aerial lift for travel, the boom(s) shall be inspected to see that it is properly cradled and outriggers are in stowed position.

5. **OPERATOR TRAINING**

5.1. Work platform operators will follow all general safety rules and any specific safety rules set forth within their respective work area. Training will be either contracted out provided by a reputable organization (i.e. CLARK, Inc.), or selected employees may be trained by a reputable training source and be used as in-house instructors. If neither of these two alternatives is possible, notify the County Risk Management Director for assistance.

5.2. The training program will include as a minimum:

5.2.1. **Operator Requirements**

5.2.1.1. Must be trained in work platforms.

5.2.1.2. Have documentation showing training.

5.2.1.3. Operators will be instructed before operating equipment and **every three years** subsequent.

5.2.2. **Operator Training**

5.2.2.1. Acquaint operator with work platform.

5.2.2.2. Teach operator fundamental rules of operation.

5.2.2.3. Continued emphasis on safe operations. A visual safety inspection will be completed before operating a work platform.

5.2.3. **General Safety Rules**

Industrial work platform operation (section 3 of policy)

5.2.4. **Maintenance**

Only trained and authorized personnel to make repairs.

5.2.5. **Personal Protective Equipment**

Protective equipment to be worn as required.